

**OFFICE OF THE MAYOR
CITY AND COUNTY OF HONOLULU**

530 SOUTH KING STREET, ROOM 300 • HONOLULU, HAWAII 96813
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KIRK CALDWELL
MAYOR

ROY K. AMEMIYA, JR.
MANAGING DIRECTOR

GEORGETTE T. DEEMER
DEPUTY MANAGING DIRECTOR

January 7, 2020

20 JAN 8 PM 3:22 CITY CLERK

The Honorable Ikaika Anderson
Chair and Presiding Officer
and Members
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

Dear Chair Anderson and Councilmembers:

In accordance with Section 14-105 of the Revised Charter of the City and County of Honolulu, as amended, I am requesting the City Council's confirmation of the following appointee, who will be serving a temporary commission beginning on January 13, 2020, and expiring upon his permanent appointment.

James R. Skizewski
Executive Secretary
Neighborhood Commission

I have enclosed the appointee's information and a draft resolution for your review and consideration.

Mr. Skizewski, has accepted my call to take on the challenging task. He is an experienced, capable and dedicated leader, and I would deeply appreciate your confirmation of his appointment.

Sincerely,

A handwritten signature in black ink, appearing to read "Kirk Caldwell", is written over a horizontal line.

Kirk Caldwell
Mayor

Enclosures

CITY AND COUNTY OF HONOLULU
NOMINEE/APPOINTEE FORM

1. Position Nominated to: Executive Secretary, Neighborhood Commission Office
2. Name: James Richard Skizewski
(First) (Middle) (Last)
3. Are you a citizen of the United States? Yes
Are you a resident of the City and County of Honolulu? Yes If yes, how long >20 years
Are you a registered voter in the City and County of Honolulu? Yes
4. Occupation: Community Relations Specialist
5. Name and address of employer or firm:
City and County of Honolulu, Neighborhood Commission Office
925 Dillingham Blvd. Suite 160 Honolulu, HI 96817
6. Does your employer do any business with the City and County of Honolulu? N/A
If yes, state the nature of business and approximate dollar amount in the last five years:

7. Do you or does any member of your immediate family hold office or own stock in any firm?
No
8. Does the firm do business with the City and County of Honolulu? N/A
If yes, provide details including the name(s) of the firm:

9. Do you have any part-time employment, professional activity, or financial interests other than those indicated in the previous question? No
If yes, provide details:

10. Do you foresee any possible conflict between your present work, financial investments, business transactions or any other activity which would be incompatible with the proper discharge of your official duties or hinder you from effectively carrying out the duties for which you have been appointed? No
11. Are any members of your family employed by the City and County of Honolulu or any attached agency? No
If yes, please specify the department and division:

12. Are there any incidents in your past that may jeopardize your nomination? No
13. Have you ever been convicted of a felony? No If yes, provide details:

14. Education:

University of Hawaii at Manoa 2013, Bachelor's degree in Political Science with a minor
in Sociology
Damien Memorial School 2008

15. Provide a summary of major work experience for the last ten (10) years. Begin with your present job including military (attach additional sheets if necessary or resume):

See attached resume.

16. Community activities, etc. (also list any service on any other board or commission Federal, State or County):

See attached resume.

17. Have you ever been a member of a board or commission with the City and County of Honolulu?

No

If yes, provide name(s) of board/commission:

18. Will you be able to commit to the full term of this appointment? Yes

19. Will you be able to commit to meeting dates and times? Yes

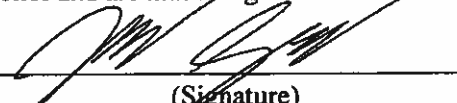
20. Are you regularly away from Honolulu? No If yes, please explain:

21. Are you willing to make a confidential financial disclosure to the city Ethics Commission upon appointment and yearly thereafter? Yes

22. What do you understand to be the prime duties of your county appointment?

The managing of the Neighborhood Commission Office. Increase community participa-
tion in the decisions of government. Facilitate the 2021 Neighborhood Board Election.
Oversee the facilitation of 33 Neighborhood Boards across Oahu that include over 300
elected board members.

The above statements made by me are true, complete, and correct to the best of my knowledge and belief and are made in good faith.


(Signature)

12/30/2019
(Date)

The above statements made by me are true, complete, and correct to the best of my knowledge and
The completed form and any attachment(s) will be posted by the City Clerk and available on the City's DocuShare Website.

Objective

One cannot lead without learning the necessary skills as laid out by already successful front-runners in my career path and contributing as much as one can to expand on their guidance. As a growing leader, I look forward to working with the best professionals to oversee and cultivate my personal skills. My belief in hard work and my determination to create a positive work environment will guide and inspire my colleagues and myself to obtain skills vital to building a successful future.

Education

Bachelor's Degree in Political Science with a Minor in Sociology

August 2008 – May 2013

University of Hawaii at Manoa • Honolulu, Hawaii

Damien Memorial High School

July 2004 – May 2008

Honolulu, Hawaii

Experience

City and County of Honolulu • Honolulu, Hawaii

March 2016 - Present

Community Relations Specialist, Neighborhood Commission Office

- Created and delivered press releases, managed media relations content, office newsletter content, social media content, and organized speaking engagements. Recommend, implement and maintain website design and operation.
- Planned, managed, and implemented the 2019 Neighborhood Board Elections.
- Assisted in the preparing and submitting of an annual budget to City Council.
- Managed and implemented office training programs along with the hiring of staff.
- Facilitated the amending of the City and County of Honolulu Neighborhood Plan 2008.

Mauritson Family Winery • Healdsburg, California

July 2014 – March 2016

Wine Production Supervisor

- Interfaced with the winemaking team, including computer entry and data management.
- Wine data management which included the receiving, processing, blending, bottling, shipping, and lab analysis of in house varietals.
- Maintain barrel inventory information and upkeep. Worked with winemaking staff to troubleshoot and correct out of balance work orders.

Hawaii State Legislature • Honolulu, Hawaii

January 2014 – May 2014

Intern to State Representative and Committee Chair Isaac Choy and the Committee on Higher Education

- Duties varied from constituent response, bill research, bill writing, and note keeping during committee meetings.
- Researched and drafted pivotal legislation that lead to the revealed backlog of deferred maintenance and construction on the University of Hawaii campuses statewide.
<http://www.hawaiinewsnow.com/story/24277709/uh-tries-to-attack-487-million-construction-backlog>
- Developed bill briefs to accurately outline and identify legislation related to the Committee on Higher Education

Hawaii Department of Education • Honolulu, Hawaii

January 2009 – December 2014

After School Program Supervisor

- Management and supervision of over 50 children and group aides alike.
- Designed and scheduled monthly, weekly, to daily activities that included areas focused on creativity, teamwork, and the development of motor skills.
- Collected, tracked and monitored monthly payments to the program.

University of Hawaii • Honolulu, Hawaii

July 2008 – January 2009

Front Desk Coordinator and Receptionist

- Duties included answering phones, sorting mail, and the managing of the dorm store.
- Being available to answer any questions residents and visitors alike had was essential. If I did not have the answers, I was able to direct them to the right person/place to get right information they needed.
- Ran the dormitory general store, which required stocking and accounting for the stores expenses and revenue.

University of Hawaii • Honolulu, Hawaii

July 2008 – December 2009

Athletic Facilities Maintenance Crew

- Duties included the upkeep and management of the athletic facilities.
- Duties also involved grounds keeping, construction of fences and minor structures along with facility management during special events such as graduations and athletic events.\

AFFILIATIONS & COMMUNITY SERVICE

- Model UN, University of Hawaii
- Member, Alumni Association Damien Memorial High School
- Member, Alumni Association University of Hawaii at Manoa
- Easter Seals Hawaii
- Special Olympics

(References available upon request)

Office of the City Clerk
CITY AND COUNTY OF HONOLULU
STATE OF HAWAII

Voter Certificate

I, Glen I. Takahashi, City Clerk of the City & County of Honolulu, State of Hawaii do hereby certify that,

JAMES R. SKIZEWSKI

a resident of the City and County of Honolulu, State of Hawaii is a duly registered elector (voter) of

Precinct, 03 - Representative District, 29 State of Hawaii

Voter ID No: 1149993 Registration Date: 04/25/2008

Date of Birth:

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City and County of Honolulu to be affixed on January 3, 2020

Signature Block

Signature of Elector

Glen I. Takahashi, City Clerk
City and County of Honolulu
State of Hawaii



RESOLUTION

RELATING TO THE NOMINATION OF JAMES R. SKIZEWSKI TO SERVE AS THE EXECUTIVE SECRETARY TO THE NEIGHBORHOOD COMMISSION OF THE CITY AND COUNTY OF HONOLULU.

WHEREAS, Sections 14-102 and 14-105 of the Revised Charter of the City and County of Honolulu 1973 (2017 Edition), as amended ("RCH"), establishes the Neighborhood Commission and the position of Executive Secretary to the Neighborhood Commission, to be filled by a person appointed by the Mayor and confirmed by the Council; and

WHEREAS, Section 14-103, RCH, provides that the Neighborhood Commission shall:

- (a) Develop, after public hearings, a neighborhood plan which shall become effective upon filing with the city clerk;
- (b) Review and evaluate the effectiveness of the neighborhood plan and neighborhood boards and report thereon; and
- (c) Assist areas of the City in the formation and operation of their neighborhoods and neighborhood boards, upon their request; and

WHEREAS, via Mayor's letter, dated January 7, 2020, the Mayor has nominated James R. Skizewski to serve as the Executive Secretary to the Neighborhood Commission; and

WHEREAS, the nominee is a registered voter of the City and County of Honolulu; and

WHEREAS, after review of the nominee's qualifications, the Council finds that James R. Skizewski is qualified to serve as the Executive Secretary to the Neighborhood Commission and warrants confirmation; now, therefore,

BE IT RESOLVED by the Council of the City and County of Honolulu that James R. Skizewski be confirmed as the Executive Secretary to the Neighborhood Commission of the City and County of Honolulu; and



CITY COUNCIL
CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII

No. _____

RESOLUTION

BE IT FINALLY RESOLVED that copies of this Resolution be transmitted to the Mayor, the Neighborhood Commission, and James R. Skizewski.

INTRODUCED BY:

DATE OF INTRODUCTION:

Honolulu, Hawaii

Councilmembers